

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
ANNEX B: CONTRACT INFORMATION FORM
PAGE 1 OF 12

Agency Name: First Street Social Service Agency
 Address: 123 First Street
Anytown, NJ 12345
 Phone: 201-567-8910
 Chief Executive Officer: Jane Lloyd
 Prepared by: V. Harden

Agency Federal I.D. #: 2 2 - 3 4 5 6 7 8 9
 Charities Registration #: 1 2 3 4 5 6 7 8 9
 Non-Profit Agency ☒ For -Profit Agency ☐ Public Agency ☐
 Budget Period: 1/1/85 to 12/31/85 Agency Fiscal Year End: 12/31
 Schedules Completed: 1 2 3 4 5 6
 Cash Basis ☐ or Accrual Basis ☒

| Contracting Division | Contract # | Column # and Program Name | Reimbursable Ceiling | Type of Service | Contract Type | Payment Method | Division Contact Person | Provider Agency Contact Person & Telephone # |
|----------------------|------------|---------------------------|----------------------|-----------------|---------------|----------------|-------------------------|--|
| DMHS | MH185001 | 2. Homestd | \$72,962 | Trans. Care | CR | I | D. Jones | A. Nelson 292-0034 |
| DYFS | N1236N | 3. Child Care Ctr | \$139,169 | Child Care | NCR | FR | D. Brown | S. Martin 984-9836 |
| DYFS | N1236N | 4. Family Conn. | \$29,716 | Fam con. | CR | I | J. Williams | M. Howard 292-9876 |
| DDD | Z897P | 5. First Step | \$57,991 | Voc. Trng | CR | I | T. Wallace | D. McIntire 984-8976 |
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Division Use Only

Contract #

Effective Dates to

Division

Budget: I certify that the cost data used to prepare this contract budget is current, complete, and in accordance with the governing principles for determining costs.

(Signature)

Agency Authorized Signatory

Expenditure Report: I certify that the expenditures reported herein are current, accurate, and in accordance with the contract budget and the governing principles for determining costs.

Fiscal Officer

| 1 | | 2 | | 3 | | 4 | | 5 | | 6 | | 7 | | 8 | | 9 | |
|--|--|-----------|-----------|-------------------|--------------|------------|------------|-----------|-------------------|------------------|--|---|--|---|--|---|--|
| Budget Categories | | Total | Homestead | Child Care Center | Family Conn. | First Step | Home Bound | New Start | Unallowable Costs | Gen. & Adm Costs | | | | | | | |
| A. Personnel (including fringe benefits) | | \$356,755 | \$37,389 | \$75,062 | \$14,424 | \$34,053 | \$10,388 | \$28,852 | \$0 | \$156,600 | | | | | | | |
| B. Consultants & Professional Fees | | \$65,300 | \$5,000 | \$10,500 | \$500 | \$5,000 | \$0 | \$0 | \$15,000 | \$35,300 | | | | | | | |
| C. Materials & Supplies | | \$30,000 | \$10,500 | \$10,500 | \$500 | \$5,000 | \$0 | \$0 | \$0 | \$3,500 | | | | | | | |
| D. Facility Costs | | \$104,733 | \$8,011 | \$40,250 | \$7,404 | \$14,655 | \$5,602 | \$5,602 | \$0 | \$23,209 | | | | | | | |
| E. Specific Assistance to Clients | | \$6,000 | \$6,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | | | | | | |
| F. Other | | \$6,540 | \$380 | \$550 | \$0 | \$0 | \$180 | \$0 | \$5,000 | \$430 | | | | | | | |
| G. Gen. & Adm. Cost Allocation | | >>>>>>> | | | | | | | | -\$219,039 | | | | | | | |
| H. Total Operating costs | | \$569,328 | \$67,280 | \$136,862 | \$22,828 | \$58,708 | \$16,170 | \$34,454 | \$20,000 | | | | | | | | |
| I. Equipment (Schedule 6) | | | | | | | | | | | | | | | | | |
| J. Total Cost | | | \$67,280 | \$136,862 | \$22,828 | \$58,708 | \$16,170 | \$34,454 | \$20,000 | | | | | | | | |
| K. Less Revenue (Schedule 2) | | | | | | | | | | | | | | | | | |
| L. Funding Request | | \$0 | \$67,280 | \$136,862 | \$22,828 | \$58,708 | \$16,170 | \$34,454 | \$20,000 | | | | | | | | |
| M. Profit | | | | | | | | | | | | | | | | | |
| N. Reimbursable Ceiling | | \$356,302 | \$67,280 | \$136,862 | \$22,828 | \$58,708 | \$16,170 | \$34,454 | \$20,000 | | | | | | | | |
| O. Unit of Service | | | Days | Days | Hours | Clients | | | | | | | | | | | |
| P. No. of Units | | >>>>>>> | \$2,500 | \$13,000 | \$1,830 | \$70 | | | | | | | | | | | |
| Q. Unit Cost | | | \$27 | \$11 | \$12 | \$839 | | | | | | | | | | | |

DCF (REV 8/07)

Agency Name: First Street Social Service Agency
 Contract #: _____

STATE OF NEW JERSEY
 DEPARTMENT OF CHILDREN AND FAMILIES
 ANNEX B: EXPENSE DETAIL
 PERSONNEL
 PAGE 3 OF 12

Purpose:
☒ Budget Preparation
☐ Expenditure Report
 Period Covered: 1/3/86 to 12/31/86

| BUDGET CATEGORY: PERSONNEL | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|-----------------------------|--------|----------------|-----------------|------------|-----------|-----------------|--------------|------------|------------|-----------|-------------------|------------------|
| Position Title/Name | Pos. # | Hours per Week | Employment Date | Total Cost | Homestead | Child Care Ctr. | Family Conn. | First Step | Home Bound | New Start | Unallowable Costs | Gen. & Adm Costs |
| A. Personnel | | | | | | | | | | | | |
| Exec Dir/J. Lloyd | 1 | 35 | Jul-82 | \$40,500 | | | | | | | | \$40,500 |
| Soc. ServDir/ L. Flannagan | 2 | 35 | Jun-80 | \$29,250 | | | | | | | | \$29,250 |
| Fin Dir/L. Armstrong | 3 | 35 | Jun-80 | \$27,000 | | | | | | | | \$27,000 |
| Adn. Asst./V. Harden | 4 | 35 | Jun-80 | \$20,000 | | | | | | | | \$20,000 |
| Dir./Coun./D. Jefferson | 5 | 35 | Sep-89 | \$15,000 | | | | | | \$15,000 | | |
| Counselor/B. Greene | 6 | 35 | Jun-86 | \$10,000 | | | | | | \$10,000 | | |
| Dir./Coun./J. Clarke | 7 | 35 | Sep-94 | \$9,000 | | | | | \$9,000 | | | |
| Director/A. Nelson | 8 | 35 | Aug-95 | \$24,000 | \$24,000 | | | | | | | |
| Resi/Caregiver/D. Hughes | 9 | 35 | Sep-90 | \$8,400 | \$8,400 | | | | | | | |
| Dir./Coun/M. Howard | 10 | 35 | Dec-95 | \$12,500 | | | \$12,500 | | | | | |
| Dir./Hd. Tech/S. Martin | 11 | 35 | Feb-96 | \$13,500 | | \$13,500 | | | | | | |
| Teacher Asst. I/L. Bilik | 12 | 35 | Aug-93 | \$11,250 | | \$11,250 | | | | | | |
| Teacher Asst. II/F. Jackson | 13 | 35 | Sep-95 | \$11,369 | | \$11,369 | | | | | | |
| Teacher Asst. III/S Wilkes | 14 | 35 | Aug-94 | \$9,739 | | \$9,739 | | | | | | |
| Sub-Total this Page | | | | \$241,508 | \$32,400 | \$45,858 | \$12,500 | | \$9,000 | \$25,000 | | \$116,750 |

| | | | | | | | | | | | | |
|--|-------|---------|--------------|-------------------------------------|------------|-----------------|--------------|------------|--|-----------|-------------------|------------------|
| DCF (REV 8/07) | | | | STATE OF NEW HERSEY | | | | | Purpose: | | | |
| Agency: First Street Social Service Agency | | | | DEPARTMENT OF CHILDREN AND FAMILIES | | | | | (X) Budget Preparation | | | |
| Contract #: _____ | | | | ANNEX B: CONTRACT EXPENSE SUMMARY | | | | | () Expenditure Report | | | |
| | | | | PERSONNEL | | | | | Period Covered: <u>1/1/85</u> to <u>12/31/85</u> | | | |
| | | | | PAGE <u>4</u> OF <u>12</u> | | | | | | | | |
| BUDGET CATEGORY: PERSONNEL | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| Position Title/Name | Pos # | Hrs/ Wk | Eplym't Date | Total Cost | Home stead | Child Care Ctr. | Family Conn. | First Step | Home Bound | New Start | Unallowable Costs | Gen. & Adm Costs |
| Subtotal from prev page | | | | \$241,508 | \$32,400 | \$45,858 | \$12,500 | | \$9,000 | \$25,000 | | \$116,750 |
| Teach Asst./A Migliore | 15 | 35 | Apr-80 | \$9,593 | | \$9,593 | | | | | | |
| Teach Asst./V.P. Arber | 16 | 35 | Mar-83 | \$9,593 | | \$9,593 | | | | | | |
| Dir./Teach/D. McIntire | 17 | 35 | Mar-82 | \$11,000 | | | | \$11,000 | | | | |
| Teach Asst. I/B Butler | 18 | 35 | Mar-83 | \$9,500 | | | | \$9,500 | | | | |
| Teach Asst. II/C. Lawrence | 19 | 35 | Apr-84 | \$9,000 | | | | \$9,000 | | | | |
| Maint. Per/M. Robbins | 20 | 35 | Aug-82 | \$10,452 | | | | | | | | \$10,452 |
| Maint. Per/A. Manjon | 21 | 35 | Nov-81 | \$8,500 | | | | | | | | \$8,500 |
| TOTAL SALARIES | | | | \$309,146 | \$32,400 | \$65,044 | \$12,500 | \$29,500 | \$9,000 | \$25,000 | | \$135,702 |
| FICA | | | | \$21,795 | \$2,284 | \$4,586 | \$881 | \$2,079 | \$635 | \$1,763 | | \$9,567 |
| SUI | | | | \$9,429 | \$988 | \$1,984 | \$381 | \$900 | \$273 | \$764 | | \$4,139 |
| Group Medical Insurance | | | | \$15,612 | \$1,636 | \$3,284 | \$631 | \$1,490 | \$455 | \$1,263 | | \$6,853 |
| Workers Compensation | | | | \$773 | \$82 | \$163 | \$32 | \$74 | \$23 | \$60 | | \$339 |
| TOTAL FRINGE | | | | \$47,609 | \$4,989 | \$10,018 | \$1,924 | \$4,553 | \$1,388 | \$3,852 | | \$20,898 |
| TOTAL PERSONNEL | | | | \$356,755 | \$37,389 | \$75,062 | \$14,424 | \$34,053 | \$10,388 | \$28,852 | | \$156,600 |

| DCF (REV 8/07) <div style="display: flex; justify-content: space-between; align-items: center;"> <div> Agency: First Street Social Service Agency Contract #: _____ </div> <div style="text-align: center;"> STATE OF NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES ANNEX B: CONTRACT EXPENSE SUMMARY OTHER THAN PERSONNEL PAGE <u>5</u> OF <u>12</u> </div> <div> Purpose: (X) Budget Preparation () Expenditure Report Period Covered: <u>1/1/86</u> to <u>12/31/85</u> </div> </div> | | | | | | | | | | |
|---|----------------------|------------|------------|----------------|-------------|------------|------------|-----------|--------------------|------------------|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| BUDGET CATEGORY | Basis for Allocation | Total Cost | Home Stead | Child Care Ctr | Family Conn | First Step | Home Bound | New Start | Unallowabl e Costs | Gen. & Adm Costs |
| B. Consult & Prof Fees | | | | | | | | | | |
| Buckley, Jones&Vogel CPA | \$75/hr, direct | \$3,000 | | | | | | | | \$3,000 |
| Melton & Hartman , Esq. | \$175/hr, direct | \$300 | | | | | | | | \$300 |
| B. Alexander, MSW | \$25/hr, direct | \$5,000 | \$5,000 | | | | | | | |
| K. Christopher, MSW | \$25/hr, direct | \$5,000 | | | \$5,000 | | | | | |
| H. Largen, MSW | \$25/hr, direct | \$5,000 | | | | | \$2,500 | \$2,500 | | |
| R. Stevens, Fundraiser | per year, direct | \$15,000 | | | | | | | \$15,000 | |
| APR Payroll Services | per year, direct | \$32,000 | | | | | | | | \$32,000 |
| TOTAL CONSULT. & PROF FEES | | \$65,300 | \$5,000 | | \$5,000 | | \$2,500 | \$2,500 | \$15,000 | \$35,300 |
| C. Materials & Supplies | | | | | | | | | | |
| Office supplies | direct | \$2,500 | | | | | | | | \$2,500 |
| Maintenance Supplies | direct | \$2,000 | \$500 | \$500 | | | | | | \$1,000 |
| Classroom Supplies | direct | \$5,000 | | \$2,500 | | \$2,500 | | | | |
| Food | direct | \$20,000 | \$10,000 | \$7,500 | | \$2,500 | | | | |
| TOTAL MATERIALS & SUPPLIES | | \$30,000 | \$10,500 | \$10,500 | \$500 | \$5,000 | | | | \$3,500 |

DCF (REV 8/07)

Agency: First Street Social Service Agency
 Contract #: _____

STATE OF NEW JERSEY
 DEPARTMENT OF CHILDREN AND FAMILIES
 ANNEX B: CONTRACT EXPENSE DETAIL
 OTHER THAN PERSONNEL
 PAGE 6 OF 12

Purpose:
☒ (X) Budget Preparation
☐ () Expenditure Report
 Period Covered: 1/1/86 to 12/31/86

| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|-----------------------------|-------------------------|------------|------------|----------------|-------------|------------|------------|-----------|-------------------|------------------|
| BUDGET CATEGORY | BASIS FOR ALLOCATION | Total Cost | Home Stead | Child Care Ctr | Family Conn | First Step | Home Bound | New Start | Unallowable Costs | Gen. & Adm Costs |
| D. Facility Costs | | | | | | | | | | |
| Rental of space/equip | direct-(127 1st St.) | \$25,200 | | \$25,200 | | | | | | |
| Gas & Electric | direct-(127 1st St.) | \$5,250 | | \$5,250 | | | | | | |
| Fuel Oil | direct-(127 1st St.) | \$8,700 | | \$8,700 | | | | | | |
| Gas & Electric | direct-(125 1st St.) | \$2,500 | \$2,500 | | | | | | | |
| Fuel Oil | direct-(125 1st St.) | \$3,400 | \$3,400 | | | | | | | |
| Gas & Electric | 123 1st St - Schedule 1 | \$2,650 | | | \$353 | \$707 | \$265 | \$265 | | \$1,060 |
| Fuel Oil | 123 1st St - Schedule 1 | \$47,700 | | | \$6,360 | \$12,720 | \$4,770 | \$4,770 | | \$19,080 |
| Depreciation - 123 1st St | Schedule 1 & 5 | \$2,222 | | | \$289 | \$600 | \$222 | \$222 | | \$889 |
| Depreciation - 125 1st St | Schedule 5 | \$1,111 | \$1,111 | | | | | | | |
| Liability Ins | direct-(127 1st St) | \$950 | | \$950 | | | | | | |
| Liability Ins. | direct-(125 1st St.) | \$800 | \$800 | | | | | | | |
| Liability Ins. (123 1st St) | Schedule 1 | \$1,700 | | | \$227 | \$453 | \$170 | \$170 | | \$680 |
| Telephone | direct - per bills | \$2,550 | \$200 | \$150 | \$175 | \$175 | \$175 | \$175 | | \$1,500 |
| | | | | | | | | | | |
| TOTAL FACILITY COSTS | | \$104,733 | \$8,011 | \$40,250 | \$7,404 | \$14,655 | \$5,602 | \$5,602 | | \$23,209 |

| <div style="display: flex; justify-content: space-between;"> <div> DCF (REV 8/07) Agency: First Street Social Service Agency Contract #: _____ </div> <div style="text-align: center;"> STATE OF NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES ANNEX: B CONTRACT EXPENSE DETAIL OTHER THAN PERSONNEL PAGE <u>7</u> OF <u>12</u> </div> <div> Purpose: <input checked="" type="checkbox"/> (X) Budget Preparation <input type="checkbox"/> () Expenditure Report Period Covered: <u>1/1/86</u> to <u>12/31/86</u> </div> </div> | | | | | | | | | | |
|--|-----------------------|--------------------|--------------------|------------------|---------------------|--------------------|--------------------|-------------------|---------------------------|--------------------------|
| BUDGET CATEGORY | Basis for Allocation | 1 Total Cost | 2 Home Stead | 3 Care Ctr | 4 Family Conn | 5 First Step | 6 Home Bound | 7 New Start | 8 Unallowable Costs | 9 Gen. & Adm Costs |
| E. Specific Assistance to Clients | | | | | | | | | | |
| Personal Items | direct | \$6,000 | \$6,000 | | | | | | | |
| Total Spec. Assist. To Clients | | \$6,000 | \$6,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| F. Other | | | | | | | | | | |
| Conferences and Meetings | direct | \$300 | | \$50 | | | | | | \$250 |
| Travel | direct | \$540 | \$180 | | | | \$180 | | | \$180 |
| Admission Fees | direct | \$700 | \$200 | \$500 | | | | | | |
| Fundraising Expenses | direct | \$5,000 | | | | | | | \$5,000 | |
| TOTAL OTHER | | \$6,540 | \$380 | \$550 | \$0 | \$0 | \$180 | \$0 | \$5,000 | \$430 |
| G. Gen. & Adm Allocation | Total: Categories A-F | | | | | | | | | 0 |
| | % of Total | | 12% | 22% | 5% | 9% | 3% | 7% | 4% | 38% |
| | % of G&A | | | | | | | | | |
| | G&A Allocation | | | | | | | | | 0 |
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State of New Jersey
Department of Children and Families
(Issued: August 31, 2007)

State of New Jersey
Department of Children and Families
(Issued: August 31, 2007)

Period Covered: 1/1/86 to 12/31/86

[illegible]

Period Covered: 1/1/86 to 12/31/86

[illegible]

State of New Jersey
Department of Children and Families
(Issued: August 31, 2007)